

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking to fill a full-time Chief of Staff/General Counsel position. This position is a full-time position in the state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Package](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [\[Click Here\]](#). The annual salary for this position is up to \$120,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via email to recruiter@okcommerce.gov.

Review of applications will begin immediately. **The deadline to apply is Monday, June 13, 2022.**

POSITION:	Chief of Staff/General Counsel
DIVISION:	Executive
JOB LOCATION:	Oklahoma City
SALARY:	\$110,000 - \$120,000
JOB NUMBER:	J-760

JOB DESCRIPTION & FUNCTIONS:

The successful candidate will be a strong leader, highly motivated, a continuous learner, up for a challenge, team-oriented, collaboration-driven, and displays initiative. This position will have duties as Chief of Staff as well as General Counsel for the Agency.

The duties will typically include:

- Collaborates with divisions in accomplishing the mission, develops policy issues for the Executive Director with the assistance of Division Directors; and prepares reports and proposals for the Executive Director.
- Provides legal advice to the Executive Director, Division Directors, Human Resources, and other staff regarding clients' questions or internal matters, especially regarding state and federal laws pertaining to operations of state agencies, contracts, or financing programs.
- Interprets and advises Agency staff and partners on applicable rules, regulations, and laws governing the operation of the Agency.
- Drafts related policies and procedures and develops and/or reviews all legal contracts.
- Completes administrative and professional legal work in directing and coordinating the legal activities of the Agency.



- Supervises assigned staff in planning, promoting, and implementing programs in accordance with Agency policies and goals.
- Performs additional related work as required and assigned.

KNOWLEDGE & SKILLS:

Thorough knowledge of analyzing complex situations and issues; rendering decisions on multifaceted issues within policy guidelines; and preparing reports and legal contracts.

Previous or on-the-job knowledge of legal principles and application; legal research methods; the scope of Oklahoma statutory laws and provisions; of the Oklahoma Constitution; employment law; federal laws pertaining to federal programs administered by the Agency; and the principles of administrative and constitutional law.

Skilled at performing highly specialized executive-level administrative support functions and duties.

Ability to establish and maintain effective working relationships with others; to communicate effectively, both orally and in writing; to exercise good judgment in analyzing situations and making decisions; and to organize and present facts and opinions.

EDUCATION:

Bachelor's degree in public administration, business, economics, or other related fields. A Juris Doctorate degree and an active member of the Oklahoma Bar Association.

EXPERIENCE:

7+ years of experience in government or business with at least two years in a supervisory or management capacity. Preference will be given to applicants who have experience in the practice of law.

AA/EOE

